

Opening Date: August 28, 2019
Closing Date: September 5, 2019
Work Location: Austin, Texas
Posting Number: 19-82
Monthly Salary: \$5,784.59-\$6,900*
Group/Class: B26/1604
Travel %: 15%
Division/Department: WSI/RWPD/Team 7
Number of Positions: 1

*Salary commensurate with experience and qualifications.

JOB VACANCY NOTICE

Manager (Manager V)

Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov

(INTERNAL POSTING)

Job Description Summary

Performs highly advanced (senior-level) managerial work as a Team Manager in the Regional Water Project Development (RWPD) Division of the Office of Water Supply and Infrastructure (WSI). The Team Manager is a key management position in RWPD responsible for the leadership, management, and supervision of a multi-disciplinary team, including administering the day-to-day operations of the team, establishing goals and objectives, and managing workload. The Team Manager provides leadership, exercises considerable initiative and is expected to demonstrate sound, independent judgement as an agency representative. The Team Manager leads the team, sets priorities, and provides direction, support, and oversight to effectively manage competing projects, tasks, and deadlines; ensures that projects follow applicable requirements; works to develop strategies to effectively support the agency's mission; plans, assigns and supervises the work of staff; assists or leads in developing, reviewing, and implementing guidelines, procedures, policies, and rules; develops recommendations for Board consideration or other Agency purposes; reviews, coordinates, and evaluates team activities; and, conducts outreach efforts. The team manager directly handles personnel matters affecting the team or team members and may develop and evaluate budget requests and monitor budget expenditures. The position requires proactive management of a team and financial assistance process and actively maintaining knowledge about requirements, projects, and applicants. Works under minimal supervision and extensive latitude for the use of initiative and independent judgement. Reports to the Director of RWPD Division.

Essential Job Functions

- Serves as the primary-point-of contact for projects and stakeholders assigned to their department.
- Manages, oversees, and directs the work of a diverse, multi-disciplinary department.
- Provides effective leadership and management of the department.
- Manages and administers personnel and evaluates and addresses staff performance.
- Collaborates with the Deputy and Assistant Deputy Executive Administrators of WSI, the Division Director, and other RWPD Managers in setting and meeting goals for RWPD.
- Ensures review of financial applications, loan and grant closings, and all other milestones are completed and documented according to agency procedures and program requirement.
- Stays informed of department activities, communications, and issues related to the team and its projects and coordinates with other agency offices as needed to stay informed of issues affecting the department
- Monitors and reports department work activities.
- Develops and maintains professional and positive working relationships with stakeholders.
- Conducts outreach and marketing efforts, including public speaking.
- Is accountable for the departments work products, performance, and activities.
- Leads by example; provides guidance and assistance in a clear, concise and consistent manner.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Supervisory)
Revised 12/18/2018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

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- Plans, assigns, and supervises the work of staff, setting priorities, and providing direction, support, and oversight to effectively manage competing projects, tasks, and deadlines.
- Ensures staff complete tasks in a timely manner, with minimal errors, and in accordance with applicable rules, policies, procedures, guidance, etc.
- Ensures the department maintains current and accurate information in the agency's project database.
- Directly addresses and effectively handles personnel issues, including hiring, separations, follow-through on disciplinary actions as needed, and employee performance rewards.
- Promotes an environment that encourages teamwork, accountability, professional development, and improvement in performance for self and staff.
- Authorizes team hiring, separations, disciplinary actions and employee performance rewards.
- Assigns job duties, conducts performance evaluations, clarifies roles and responsibilities, and monitors and measures performance against goals.
- Evaluates department performance and recommends and leads improvements.
- Supports department administrative requirements related to organization, budget and personnel.
- Ensures the provision of quality customer service from the team to stakeholders.
- Manages the performance of direct reports, to include, timely completion of performance appraisals, and follow-through on disciplinary actions as needed.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from accredited four-year college or university with a major in Planning, Finance, Engineering, Business Administration, Public Administration, Environmental Science, or a related field.
- Seven to nine years of relevant work experience in planning, finance, engineering, business administration, public administration, project management, environmental science, or a related field.
- Three years progressively responsible professional work experience managing projects and/or staff (including multi-disciplinary teams.)
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Graduate degree from an accredited college or university with a major in Planning, Finance, Engineering, Business Administration, Public Administration, Environmental Science, or a related field.
- Four years of experience managing projects and/or supervising staff.
- Familiarity with TWDB funding programs and experience working on TWDB-funded projects.
- Experience in flood-related work and/or working on flood-related projects.
- Relevant professional license or certification.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the department and RWPD; and of the principles and practices of public administration and management.
- Possesses necessary skills and comprehensive knowledge to perform the job.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.

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- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and in order with infrequent errors.
- Ability to complete tasks and projects in a timely manner and persists until tasks are completed.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to agency staff, as well as to employees of other political entities and the public both verbally and in writing.
- Ability to work with others in a team environment and cooperate with supervisors, co-workers, and others.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 15% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to assign and/or supervise the work of others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.